

CITY OF FAIRFAX

SITE PLAN APPLICATION



December 2000

TO THE APPLICANT:

Except for individual single-family home construction, a site plan is required for all site construction, including new buildings, additions, remodeling, and site renovations. The entire process, from initial submission to final approval, takes approximately six months. Some applications will be processed in a shorter time period, some longer, depending on the complexity of the project.

The site plan review process is initiated by the applicant's submission of a preliminary site plan and review fee. The submitted preliminary plan is reviewed by City staff for Code compliance and then returned to the applicant for corrections. After review of the preliminary plan the applicant will be advised of any additional approvals needed to support the project (Special Exceptions, Variances, Special Use Permits, or Subdivision actions). All architectural and landscape features, and in certain instances signage, must be approved by the Board of Architectural Review.

When all additionally required approvals have been obtained, the site plan can be submitted for final review. Bond and site agreements, clearing and grading permit applications, erosion and siltation agreements, and all other improvement bonds, agreements, and fees must be submitted with the final plan. The site plan will be approved by the Public Works Director when it is technically correct and all bonding and fee requirements are met. After the site plan is approved, building permits can be released.

Upon satisfactory completion of construction, a temporary Certificate of Occupancy may be obtained. A permanent Certificate of Occupancy and bonds will be released after an as-built plan and a warranty bond are submitted, reviewed, and approved. The warranty bond will be released after passing a two-year inspection.

Attached for your use are explanatory materials regarding the development process and a site plan review application form. If you have questions pertaining to the process, please contact the Site Plan Coordinator at 385-7892.

Very truly yours,

Suzanne M. Cotellessa
Zoning Administrator, AICP

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IMPORTANT PHONE NUMBERS

| | |
|--------------------------------|----------|
| City Utilities | 385-7920 |
| Facilities Inspector | 385-7828 |
| Fire Marshal/Building Official | 385-7830 |
| Health Department | 246-2541 |
| Planning Director | 385-7930 |
| Public Works Director | 385-7810 |
| Site Plan Coordinator | 385-7892 |
| Street Superintendent | 385-7893 |
| Zoning Administrator | 385-7820 |

APPLICANT'S GUIDE TO SITE PLAN APPROVAL AND CONSTRUCTION

Submit all Site Plans, applications and bonding documents to
Zoning Office, Room 101, City Hall

STAGE I PRELIMINARY SITE PLAN:

- * Submission of a preliminary site plan is required for all new buildings and site construction, additions, remodeling and site changes.
- * The preliminary plan is reviewed by all concerned City departments for Ordinance compliance.
- * After review, the preliminary site plan is returned to the applicant for modification.

STAGE II OTHER REQUIRED APPROVALS:

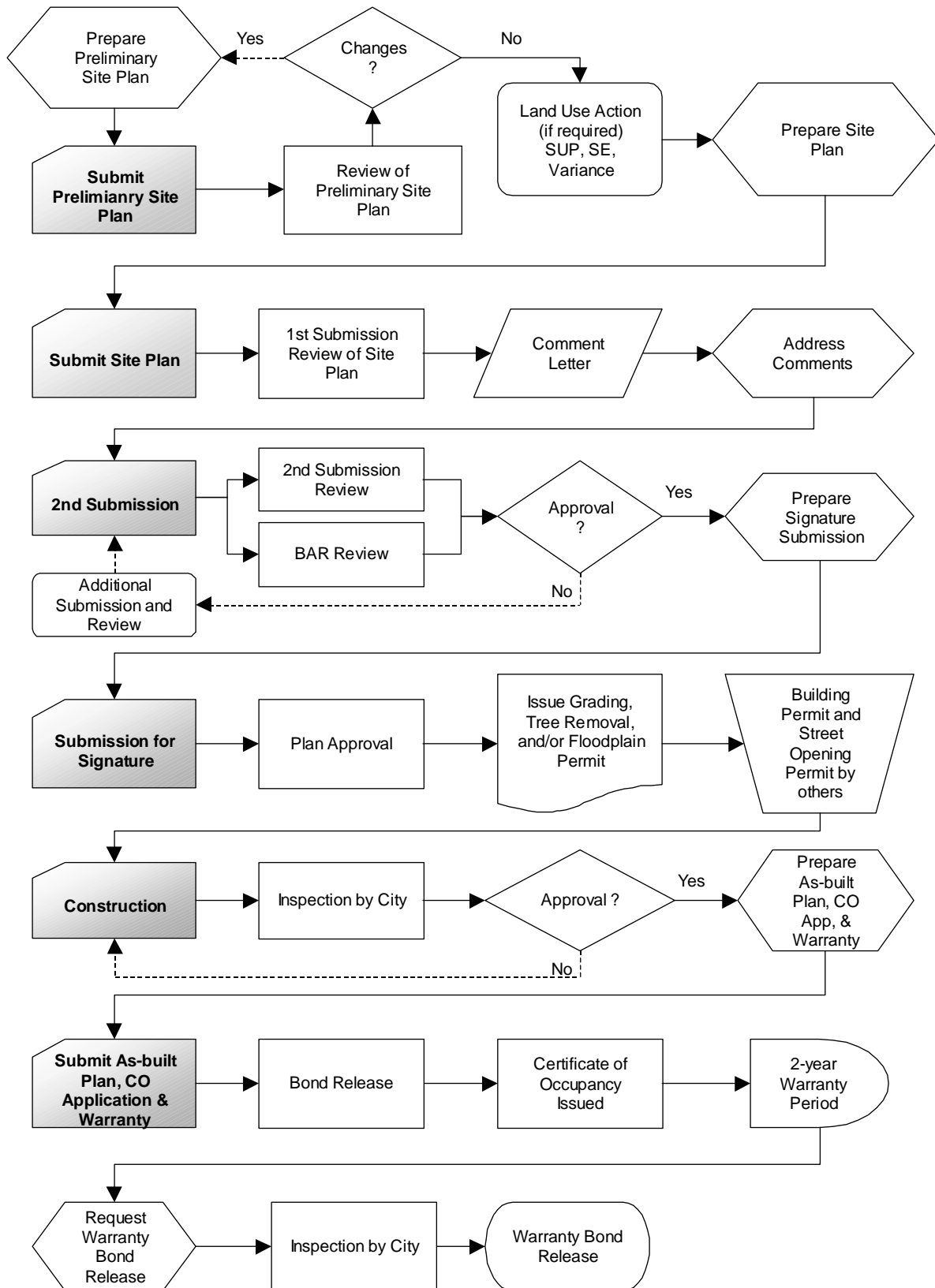
- * Some plans will require Special Exceptions, Variances and Special Use Permits to be granted by City Council or the Board of Zoning Appeals.
- * Re-subdivisions may require preliminary and final subdivision plats to be approved by the Planning Commission.
- * The appearance of building designs, landscaping, screening for all Zoning Districts (except single-family outside of the Old Town Fairfax Historic District) and certain signage must be approved by the Board of Architectural Review.
- * Building plans must be submitted to the Office of Code Administration for review and approval.

STAGE III FINAL SITE PLAN:

- * The final site plan and documents may be submitted after obtaining all other required approvals.
- * Documents (bond and site agreements, clearing and grading permits, stormwater detention agreement, erosion and siltation agreements and all improvement bonds and fees) will be approved by appropriate authorities when all requirements are met.
- * The final site plan will be approved by the Public Works Director when all requirements are met by the applicant.
- * Building permits may be issued by the Office of Code Administration and street opening permits may be issued by the Department of Public Works after the final site plan is approved.

STAGE IV CONSTRUCTION:

- * All site construction is monitored for adherence to requirements by the Facilities Inspector until the project is complete. Building construction is monitored by the Building Inspector.
- * At the satisfactory completion of all construction, and compliance with all requirements, a 90-day temporary Certificate of Occupancy will be issued.
- * Within 30 days of the issuance of the temporary Certificate of Occupancy an as-built plan must be submitted for review and approval.
- * After approval of the as-built plan a warranty bond covering a two-year plus three-month period must be submitted and approved and the original bond returned to the applicant.
- * A permanent Certificate of Occupancy will be issued after approval of the as-built plan and warranty bond.



PRELIMINARY SITE PLAN CHECKLIST

- ☐ Location map of property at a scale not less than 1"=2000', indicating scaled coordinates, and landmark information such as names of roads and water bodies.
- ☐ Name and address of the owner, developer, and contract purchaser (if any).
- ☐ North arrow on all plan drawings and maps.
- ☐ Scale of each drawing, map or plan.
- ☐ Date of preparation and revisions.
- ☐ Boundary of the entire property, or properties.
- ☐ Horizontal dimensions in feet and decimal fractions of a foot to the closest .00-foot and all bearings in degrees, minutes, and seconds to the nearest 10 seconds.
- ☐ Topographic map of the property at no larger than a five-foot contour interval, showing approximate location of existing proposed contours and delineating the 100-year floodplain elevation and RPA.
- ☐ Locations and sizes of existing and proposed:
 - ☐ Structures and their distance to property lines and center lines of adjacent streets and ingress/egress.
 - ☐ Public streets, sidewalks, bike trails and easements on and adjacent to the site with rights-of-way, width of pavement, curbs, gutters and medians indicated.
 - ☐ Driveways and curb cuts on the site and adjacent property (indicate sight distances for driveways entering public streets).
 - ☐ Parking and loading spaces related driveways, walkways and drive aisles.
 - ☐ Recreation areas.
 - ☐ Fences, retaining walls and other similar structures.
 - ☐ Street and site lighting in general conformance with Section 26-24(1).
 - ☐ Provisions for refuse disposal and recycling, and required screening.
 - ☐ Appropriate location of existing and proposed utilities including water and sanitary sewer.
 - ☐ Approximate location and estimated size of all proposed stormwater management facilities and a statement as to the type of facility proposed.

- ❑ Angles of bulk plane are controlled by zoning regulations.
- ❑ Conceptual landscape plan with tree save areas identified.
- ❑ Tree management plan per Division 10.
- ❑ The location of ground-mounted signs.
- ❑ Limits of clearing and grading.
- ❑ The following data in tabular form:
 - ❑ Area of parcel in square feet.
 - ❑ Proposed gross floor area and the area of the above-grade horizontal surface of any parking structure.

SITE PLAN CHECKLIST

ALL SITE PLANS MUST CONTAIN THE FOLLOWING:

- ☐ Engineer's name, address, and phone number.
- ☐ Location map of property at a scale not less than 1"=2000', indicating scaled coordinates, and landmark information such as names of roads and water bodies.
- ☐ Tax Map Number.
- ☐ Property address.
- ☐ Project name.
- ☐ Sheet index.
- ☐ Seal and signature of a Professional Engineer or other certified professional.
- ☐ Name and address of the owner, developer, and contract purchaser (if any).
- ☐ North arrow on all plan drawings and maps.
- ☐ Scale of each drawing, map or plan.
- ☐ Date of preparation and revisions.
- ☐ Boundary of the entire property, or properties.
- ☐ Horizontal dimensions in feet and decimal fractions of a foot to the closest .00-foot and all bearings in degrees, minutes, and seconds to the nearest 10 seconds.
- ☐ Certificate signed by the surveyor or engineer setting forth the source of title of the owner of the tract and the place of record of the last instrument in the chain of title.
- ☐ Proof of easements required for the development.
- ☐ Certified topographic map of the property at a two-foot contour interval, showing existing and proposed contours and delineating the 100-year floodplain elevation.
- ☐ USGS datum used for all deviations with location and elevation of benchmarks.
- ☐ Proposed elevations at control points necessary to evaluate plan.
- ☐ Locations and sizes of existing and proposed:
 - ☐ Fire lanes, "no parking", reserved parking and handicap parking.
 - ☐ Structures and their distance to property lines and center lines of adjacent streets.
 - ☐ Public streets, sidewalks, bike trails and easements on and adjacent to the site with rights-of-way, width of pavement, curbs, gutters, medians indicated, profiles, typical sections and pavement design.
 - ☐ Driveways and curb cuts on the site and adjacent property (indicate sight distances for driveways entering public streets).
 - ☐ Parking and loading spaces, related driveways, walkways, drive-aisles, and pavement types.
 - ☐ Recreation areas.
 - ☐ Fences, retaining walls and other similar structures, including an elevation drawing.
 - ☐ Guardrails, posts and other edge delineators.
 - ☐ Street and site lighting indicating all fixture styles, overall height, type of luminaire, and footcandle and uniformity values.
 - ☐ Traffic controls.
 - ☐ Provisions for refuse disposal and recycling, and required screening.
 - ☐ Storm water management facilities including all structures (pipes, inlets, drains, grates, etc.) elevations, profiles, connections to existing facilities, ground clearance, detailed design of nonstandard structures, calculations for pipe capacity, and detention or retention facilities and BMPs.
 - ☐ Water and sanitary sewer facilities, including all structures (fire hydrants, meters,

- manholes, etc.), sizes and types of pipes, elevations, profiles, ground clearance, and connections to public utility systems. Indicate water pressure and flow capability, static pressure, residual pressure, and flow in gallons per minute.
- ❑ Underground and overhead electric, telephone, television, computer, gas lines and equipment.
- ❑ Angles of bulk plane where minimum angles of bulk plane are controlled by zoning regulations.
- ❑ Vertical cross-sectional view showing height of proposed structures, number of stories, location and access to underground parking, and proposed elevation of each floor, including basements.
- ❑ Landscape materials, including a tree management proposal, showing existing and proposed vegetation with each tree's caliper size labeled.
- ❑ An erosion and sediment control plan including:
 - ❑ Limits of clearing and grading.
 - ❑ Existing drainage patterns.
 - ❑ Critical erosion areas.
 - ❑ Locations of erosion and sediment controls and stormwater management practices to be used.
 - ❑ Any off-site land-disturbing activities.
 - ❑ Detail drawings of structures to be used.
 - ❑ A schedule of regular inspections and maintenance.
- ❑ Erosion and sediment control narrative including descriptions of:
 - ❑ Project.
 - ❑ Existing topography, vegetation and drainage.
 - ❑ Neighboring areas such as streams, lakes, residential areas, roads, and the like that might be affected by the land disturbance.
 - ❑ Any off-site land-disturbing activities.
 - ❑ Soils, including names, mapping unit, erodibility, permeability, depth, texture and soil structure.
 - ❑ Areas on the site that have potentially serious erosion problems.
 - ❑ Methods which will be used to control erosion and sedimentation.
 - ❑ Specifics regarding permanent stabilization of the site.
 - ❑ Increases in stormwater runoff and strategies to control runoff.
 - ❑ Design of temporary sediment basins, permanent stormwater detention basins, diversions, channels, and the like, including calculations supporting proposed design and for pre- and post-development runoff.
- ❑ The following data in tabular form:
 - ❑ Area of parcel in square feet.
 - ❑ Proposed gross floor area and the area of the above grade horizontal surface of any parking structure.
 - ❑ Proposed floor area ratio and maximum permitted.
 - ❑ Number and type of dwelling units and allowed density (if applicable).
 - ❑ Number of parking and loading spaces required and proposed.
 - ❑ Special exceptions or variances granted or requested.
 - ❑ Landscaped open space required and proposed.

- ❑ Tabulation of tree canopy on the site at 10-year maturity and minimum required.
- ❑ Zoning classification.
- ❑ Use Group classification (Uniform Statewide Building Code).
- ❑ Type of construction (Uniform Statewide Building Code).
- ❑ Documentation of approvals granted by City Council, Planning Commission, Board of Zoning Appeals, and Board of Architectural Review.
- ❑ Additional information essential to permit adequate review.

- ❑ A fire protection plan including:
 - ❑ Location, width and radius of all existing and proposed fire lanes.
 - ❑ Location of all fire lane signage.
 - ❑ Location of all structures, denoting area, height, use group, construction type and sprinkler system if present.
 - ❑ Location of alarm annunciator, if present, and key repository.
 - ❑ Location of all existing and proposed fire hydrants, including connection to water mains.
 - ❑ Location of all existing and proposed fire lanes and fire department connections including identification.
 - ❑ Fire flow data, showing flow available at 20 PSI residual.

PROPERTY OWNERSHIP AFFIDAVIT

Section 107.3 of the Virginia Uniform Statewide Building Code (VUSBC) requires that all permit applications list the full name and address of the owner of the property for which a permit is being obtained. The city of Fairfax verifies property ownership prior to permit issuance. In certain circumstances, City records will reflect property ownership that is different from that appearing on a permit application. (Discrepancies most commonly occur when a company meets the definition of “owner” as found in VUSBC, but does not have title to the property or when the submission of an application occurs shortly after a transfer of ownership which has not yet been recorded in the City’s real estate files.) In such cases it is the responsibility of the owner to provide evidence of property ownership prior to issuance of the permit. This affidavit provides an opportunity for individuals and companies to certify that under the definition of “owner” found in the VUSBC they are the owners of the property for which the application is being submitted. Completed affidavit forms may be submitted to the Zoning Administrator in lieu of providing other documentation such as settlement papers. This affidavit must be completed by the property owner listed on the application and must be submitted prior to permit issuance. If you have any questions, please call the Site Plan Coordination at 703 385-7892 prior to signing this form. Copies of signed affidavits are unacceptable.

(Please Print or Type)

“**Owner**” as defined in the current edition of the VUSBC, means “the owner or owners of the freehold of the premises or lesser estate therein, a mortgagee or vendee in possession, assignee of rents, receiver, executor, trustee, or lessee in control of a building or structure.”

I, _____, hereby swear under oath that, to the best of my knowledge, the following statement is true. Pursuant to the definition of “owner” found in the current edition of the VUSBC, the individual or company listed below:

Name: _____

Mailing Address: _____

Is the owner of the property located at _____ Lot # _____ and as
such may apply for a permit as the owner in accordance with section 107.3 of the VUSBC.

| | | |
|--------------------|----------------|---------------|
| _____ Signature | _____ Title | _____ Date |
|--------------------|----------------|---------------|

STATE/DISTRICT OF _____:

: to-wit:

CITY/COUNTY OF _____:

I, _____, a Notary Public in and for the aforesaid State/District
hereby certify that _____ appeared before me in the State/District and
City/County aforesaid and executed this affidavit on this _____ day of _____, _____.

NOTARY PUBLIC

My Commission Expires the _____ day of _____, _____.

Department of Community Development and Planning
City of Fairfax, Virginia

CITY OF FAIRFAX

NOTES TO BE INCLUDED ON THE SITE PLAN

PERMITS

1. A street opening permit is required for any work in a City right-of-way or easement. The permit can be obtained from the Public Works Department. For information, call 385-7983 or 385-7828.
2. All sidewalks, curbs, gutters, driveways, streets, storm pipes, water lines, sanitary sewer, endwalls and rip-raps must be inspected by the City. All work in the City streets will be performed Monday-Friday between the hours of 9:00 a.m. and 3:00 p.m. No work is to be performed on weekends or holidays unless pre-approved by the Director of Public Works.
3. Inspections performed by the Facilities Inspector will require a four-hour notice prior to inspections.

GENERAL STANDARDS

1. The Public Works Director must be notified one week prior to pre-construction conference, one week prior to commencement of land disturbing activity and one week prior to final inspection.
2. A preconstruction meeting will be required three days prior to any construction. Contractors will notify the Public Works Department or Facilities Inspector for all work done on site and off site one day prior to starting.
3. The contractor shall provide adequate means for parking construction equipment and provide employee parking on site.
4. All construction shall conform to the latest City of Fairfax standards, Virginia Department of Transportation and the Virginia Sediment & Erosion Control current specifications, except as shown or altered by these plans.
5. Traffic signs found to be in the way at construction sites shall be removed or relocated only by personnel in the Sign & Signal Crew of the Public Works Department at the contractor's request. Any contractor found responsible for moving City property without permission will receive a summons.
6. All building construction shall be in accordance with the current edition of the Virginia Uniform Statewide Building Code. Permits and inspections for building, electrical, plumbing, mechanical and fire protection work are obtained from the Office of Code Administration, 385-7830.
7. Private fire mains requiring a permit from the Office of Code Administration. Permit application must include details of installation as specified in NFPA-24. An approved site plan is not a permit to install fire mains.

7. No portion of any building shall be occupied until a certificate of occupancy has been issued by the Building Official and a use permit by the Zoning Office.
8. No building, except additions or accessories to existing dwellings, shall proceed beyond first floor level until the location of the footing and walls as shown on a plat certified by a land surveyor has been approved by the Zoning Administrator.
9. An as-built plan must be submitted within 30 days after completion of all construction.
10. Temporary structures, construction trailers and demolition require permits from the Office of Code Administration prior to start of work or installation..
11. Adequate emergency vehicle access shall be maintained at all times. A hard surfaced, all-weather roadway shall be provided to within 50 feet of all structures and any location where combustible materials are stored.
12. City ordinance permits construction noise, including excavation, between the hours of 7:00 am and 6:00 pm on weekdays and 8:30 am and 5:00 pm on Saturdays ONLY. It shall be the responsibility of the developer to ensure that all contractors and subcontractors comply with this ordinance.

CONSTRUCTION

1. All subgrade and sub-base material shall be compacted to 95% of theoretical maximum density as determined by A.A.S.H.O. T-99 method A within plus or minus 20% of optimum moisture for the full width of any dedicated right-of-way and all townhouse, apartment, condominium, commercial and industrial parking lots (including storm sewer, sanitary sewer and water).
2. Compaction test shall be performed by the contractor. Subgrade for curb, gutter and sidewalk shall be every 50 feet; sub-base will be alternated every 25 feet. Driveways require two tests on subgrade and sub-base. Copy of results is required prior to placing any type of material. VTM-1 correction also must be used. All structures require two tests on subgrade and sub-base.
3. Compaction tests for roadways shall be performed by the City only, unless approved by the Public Works Director. Compaction tests for all building pads must be submitted to the office of Code Administration for review and approval.
4. All underground utilities within the street right-of-way shall be installed to the required distance beyond the right-of-way.
5. Storm sewer and culvert pipe shall be reinforced concrete pipe to conform to the current A.A.S.H.T.O. designation M170, unless otherwise designated on the plans. Class II pipe is permitted beyond the limits of street rights-of-way. Class III pipe is required within the limits of the rights-of-way.

6. All curb and gutter shown on plans and not in profiles shall be on straight tangent grades. The contractor shall round all vertical breaks with smooth spline curbs.
7. All pavement placed on City right-of-way shall have a mix design approved prior to placing material and a density test performed during placement.
8. Street signs and markings shall be installed by the developer at all street intersections in a location to be determined by the Director of Public Works. Private access ways and alleys shall be clearly designated as such by a sign at every entrance from a public street, stating "private street, privately owned and privately maintained". All street markings and signage will conform to City of Fairfax standards and the Manual of Uniform Traffic Control, per the Street Superintendent.
9. C.B.R. test is required for actual determination of required sub-base thickness prior to construction. Depth of sub-base is based on subgrade C.B.R. value of 10. Where C.B.R. value is less than 10, one-inch of sub-base or base material shall be added for each point below 10 for on site and off site and shall be reviewed by the City of Fairfax for special design.
10. All construction must comply to the Code of Virginia 36-98 and 36-99 by reference as part of the Uniform Statewide Building Code of Virginia, the final fair housing accessibility guidelines (24 CFR Chapter I) and the Americans with Disabilities Act accessibility guidelines (28 CFR, part 36) as per site and right-of-way work compliance.
11. Provide proper distance from back of sidewalk to building for stoops and steps, and the like.
12. All roofs, paved areas, yards, courts and courtyards shall be drained into a separate storm sewer or a combined sewer system.

ENVIRONMENTAL

1. All erosion siltation control to be installed prior to starting project to conform to the current Virginia Erosion and Sediment Control Manual.
2. The contractor shall provide adequate means of cleaning mud from trucks and/or other equipment prior to entering the City of Fairfax rights-of-way. It is the contractor's responsibility to clean streets and allay dust and to take whatever measures necessary to ensure that the road is maintained in a clean and dust-free condition at all times.
4. It shall be the contractor's responsibility to perform the work in such a manner to prevent the washing of any topsoil, silt, or debris onto adjacent properties.
5. If the presence of asbestos is suspected in the soil, the contractor must contact the Air Pollution Control Division of the Fairfax County Health Department at 246-2541.

6. Onsite storage of fuel shall be limited to diesel fuel tanks not over 660 gallons capacity. Tanks shall be of a listed type and shall be provided with approved secondary containment, impact protection and placarding. A minimum 2A-40BC fire extinguisher shall be provided in the vicinity of the refueling area. A permit for combustible liquid storage shall be obtained from the Office of Code Administration, 385-7830.
9. Onsite repair of vehicles and equipment shall be limited to replacement of damaged belts, hoses and tires. Any spill of fuel, oil, hydraulic fluid or anti-freeze greater than one gallon must be reported to the Office of Code Administration at 385-7830. All spills must be cleaned up promptly and in an approved manner.

LANDSCAPE

1. The area surrounding all trees, shrubs and groundcover shall be topped with two inches of shredded hardwood bark mulch.
2. No changes shall be permitted to the plant list unless approved by the City of Fairfax.
3. Trees shall be classified as per "American Standard for Nursery Stock" as adopted by the American Association of Nurserymen. Plant material below this standard shall not be considered.
 - a) All plants must conform to requirements per plant list;
 - b) All plant materials must be nursery grown stock;
 - c) All trees must be well branched, full crown.
4. At least 5 days before being planted, the Site Plan Coordinator shall be notified that plants are available for inspection.
5. No person shall remove or destroy any tree which is five (5) inches or greater in caliper, measured six (6) inches above ground level, on any lot greater than one-half (1/2) acre without first obtaining a tree removal permit from the Zoning Administrator. Any tree removed, damaged or destroyed will be replaced at the discretion of the Zoning Administrator.

DEPARTMENT OF UTILITIES STANDARD NOTES

GENERAL

1. All water mains and sanitary sewers shall be constructed in accordance with the current City of Fairfax Standards and Specifications.
2. Easements for all sanitary and water mains shall be 10' unless otherwise noted.
3. Sanitary sewers and water mains shall maintain a minimum of 15' horizontal separation from proposed or existing buildings.
4. No landscaping or other utilities (i.e. gas, phone, cable, etc.) are permitted in the water and sewer easements, except at crossings.
5. Contractor shall request pre-construction meeting and inspection by the City of Fairfax Department of Public Works (703-385-7828) three days prior to commencing construction of any water and sewer mains.
6. A permit for installation of sanitary sewers, fire hydrants and water mains shall be obtained from the Department of Public Works.
7. Prior to any water main installation, all required sanitary sewers, including laterals, and storm sewers must be installed and backfilled to 95% compaction.

WATER MAIN

1. Water services shall maintain a minimum of 6' horizontal separation from sanitary laterals.
2. All hydrants and meter crocks shall maintain 5' horizontal separation from edge of driveway aprons, when possible.
3. Water mains shall maintain a minimum 2.5' horizontal separation from edge of gutter pan, except at designated crossings.
4. All water mains less than or equal to 12" in diameter shall be class 52 ductile iron pipe with cement lining. All water mains greater than 12" in diameter shall be class 54 ductile iron pipe with cement lining.
5. A 2" detectable marking tape shall be placed 2' above all water mains.
6. Contractor is responsible to install type K Copper with AWWA approved corporation stop and angle valve for all water service lines smaller than or equal to 2", and extend a 5' section (Pig Tail) beyond the meters. Meter boxes, yokes and dual check valves will be provided by the City of Fairfax Department of Utilities.
7. Pressure testing and disinfection of water mains shall be in accordance with AWWA C-600 and AWWA C-601 Standards, respectively.

8. Water valves shall be operated by the Department of Utilities' staff only (703-385-7991 or 7920; after hours call 703-385-7924).
9. Water valve box lids shall have the word "Water" or the letter "W" cast in them.
10. Fire line valve box lids, at connection to city water main, shall have the word "Fire" cast in them. Minimum fire valve size is 6".
11. No blasting is permitted within city limits and within 25' of city's transmission main in Fairfax and Loudoun Counties.
12. All water mains shall have a minimum cover of 4'.
13. Proposed fire hydrants shall be painted by the contractor per city specifications. The paint shall consist of two additional coatings on top of the coating provided by the hydrant manufacturer. Paint name and numbers are:

Safety Red – B54 R38 617-4064

Pure White – B54 W 101 7907-99993
14. Proposed and existing fire hydrants that have been taken off line for construction reasons of have not been approved for use by the city's inspector shall be "bagged" to alert the Fire Department.

SANITARY SEWER:

1. Sanitary sewers shall be PVC DR-25 per AWWA C-900, unless otherwise noted.
2. Sanitary sewer laterals shall be 4" PVC DR-25 between the main and the property line and shall enter the main at 90 degrees. A cleanout shall be installed at the property line.
3. A 2" detectable metal marking tape shall be placed 3-feet above all sanitary sewers.
4. The Department of Utilities shall inspect sanitary sewers by a camera after the lines are put in service.
5. Finish grade shall drain away from manholes located outside of pavement areas.

For Office Use Only
Site Plan # _____
Date _____

**CITY OF FAIRFAX
DEPARTMENT OF COMMUNITY DEVELOPMENT AND PLANNING
Site Plan Application**

The following information is provided, as required by the City of Fairfax Zoning Ordinance:

Project Name: _____

Project Address: _____

_____ Tax Map Number: _____

Property Owner: _____

Address: _____

_____ Phone: _____

Applicant: _____

Address: _____

_____ Phone: _____

Engineer, Surveyor, or Landscape Architect: _____

Address: _____

_____ Phone: _____

Contact Person: _____ Phone: _____

THE SITE PLAN CHECKLIST IS TO BE COMPLETED AND CERTIFIED BY THE APPLICANT

DATE

**ZONING OFFICE
CITY OF FAIRFAX
Site Plan Review Fee Calculation Sheet**

Department of Community Development and Planning
City of Fairfax, Virginia

Project Name: _____ Project No. _____
 Project Address: _____ Tax Map No. _____
 Engineer: _____
 Phone: _____

Site Plan Review Fees

| <u>Category</u> | <u>Rate</u> | <u>Measurements</u> | <u>Fee</u> |
|--|---|----------------------------|-------------------|
| Base Fee \$2,000.00 (includes 10 inspections; each additional inspection - \$45) | | | <u>\$2,000.00</u> |
| Bituminous Surface | \$0.40/sq.yd. | _____ | _____ |
| Sidewalk | \$0.70/lin.ft. | _____ | _____ |
| Curb & Gutter | \$0.70/lin.ft. | _____ | _____ |
| Header Curb | \$0.70/lin.ft. | _____ | _____ |
| Storm Drainage | \$3.50/lin.ft. | _____ | _____ |
| Sanitary Sewer | \$1.80/lin.ft. | _____ | _____ |
| Water | \$1.80/lin.ft. | _____ | _____ |
| Required Screening | \$1.80/lin.ft. | _____ | _____ |
| Overlot Grading | \$200 per division of land or disturbed acre (whichever is greater) | _____ | _____ |
| Tree Management | \$100 per division of land or disturbed acre (whichever is greater) | _____ | _____ |
| Site Plan Review Fee Total # 316462 | | | <u>_____</u> |

| | | | |
|--------------------|--|-------|-------|
| Erosion & Sediment | \$200 up to ½ acre of dis- turbed land, over ½ acre \$500/acre or fraction thereof | _____ | _____ |
|--------------------|--|-------|-------|

Erosion & Sediment Plan Review Fee Total #313310 _____

Fee computed by: _____ **TOTAL:** _____
 Name and Title

Please review City fee schedule for additional fees which may apply to your project. Rev. 9/27/99

**CITY OF FAIRFAX
SITE PLAN REVIEW NOTIFICATION**

The Zoning Office requires the applicant to notify by certified mail the owners of each property abutting or across the street from the subject property informing them that the site plan has been submitted and will be considered for approval not less than ten days after receipt of notice.

SAMPLE NOTICE:

Dear Property Owner:

Pursuant to Section 110-102(e) of the City of Fairfax Zoning Ordinance, you are hereby notified that a site plan has been submitted to the Zoning Office for consideration.

You are invited to review this site plan in the Zoning Office, Room 101, City Hall. Should you have any objections to this plan, you must file your objections, in writing, with the Zoning Office within ten days after receipt of this notice.

Site Plan name and number
Type of use
Address

Applicant's signature and address

cc: City Site Plan Coordinator

SITE PLAN ORDINANCE

Below is a copy of the Site Plan Ordinance, which is an excerpt of Chapter 110 of the City Code. Chapter 110 contains the City's zoning regulations and the applicant is responsible for knowledge of all zoning regulations applicable to the proposed development. Copies of Chapter 110 in its entirety can be purchased from the Zoning Office, Room 101, City Hall.

DIVISION 4. SITE PLANS¹

Section 110-101. Development of land use requiring a site plan.

- (a) A site plan is required for any use or development of property located in any zoning district, except:
 - (1) Single-family detached dwellings, related accessory structures and any special use not requiring physical alterations to the lot or building.
 - (2) Temporary public uses which do not exceed thirty (30) days in duration.
- (b) No building permit or certificate of occupancy shall be issued for a development requiring a site plan until the site plan has been approved.

Section 110-102. Procedure

- (a) All site plans which are appropriately submitted and conform to the standards and requirements set forth in this chapter shall be approved by the plan approving agent designated by the city manager, hereafter referred to as the agent.
- (b) The property owner or his designee shall submit to the zoning administrator a completed application and twelve (12) prints of the site plan.
- (c) Site plans shall be prepared and certified by an engineer, architect, land surveyor or landscape architect duly authorized to practice by the Commonwealth of Virginia. No person shall prepare or certify any portion of a site plan which is outside the limits of his professional expertise and license.

¹ Editor's note: Ord. No. 1986-29, adopted June 24, 1986 amended Div. 4 in its entirety to read as herein set forth. Prior to such amendment, Div. 4, consisting of Sections 26-20--26-28 and 26-30, pertained to similar subject matter and was derived from: ordinance of Dec. 7, 1960, Section 3; ordinance of Dec. 2, 1969; ordinance of Feb. 5, 1974; Ord. No. 1975-14, adopted April 8, 1975; Ord. No. 1978-2; Ord. No. 1980-13, Section 2, adopted July 15, 1980; Ord. No. 1984-10, adopted Sept. 11, 1984; and Ord. No. 1984-27, adopted Dec. 18, 1984.

- (d) Site plans shall be prepared at a scale of not less than one (1) inch equals fifty (50) feet and shall be submitted as twenty-four (24) by thirty-six (36) inch blue or black line copies unless excepted by the agent. Each site plan shall contain all information required by this chapter.
- (e) With the site plan, the applicant shall submit applicable fees consistent with the adopted fee schedule and certified mail receipts from notices sent to the owners of each property abutting or across the street from the subject property informing them that the site plan has been submitted and will be considered for approval not less than ten (10) days after receipt of the notice. If the adjacent development is of condominium ownership, then notification sent to the condominium association shall be sufficient to satisfy this provision.
- (f) Written comments pertaining to a site plan may be filed with the zoning administrator by any interested party within the period prescribed in the notice.
- (g) The site plan shall be forwarded to the board of architectural review pursuant to section 26-203.2 if the subject site is located in the Old and Historic District.
- (h) The agent shall notify the applicant in writing of the action to approve or deny the site plan and shall forward a copy to the zoning administrator. In the event that a site plan is denied, the agent shall indicate the reasons for denial. The agent's decision may be appealed to the board of zoning appeals in accordance with section 26-219 et seq. (Ord. No. 1986-29, 6-24-86)

Section 110-103. Required information.

All site plans shall contain the following information:

- (1) Location of tract by an insert map at a scale of not less than one inch equals two thousand feet (1" = 2000'), indicating scaled coordinates referred to in U.S.C.& G.S., state grid north and such information as the names and numbers of adjoining roads, streams and bodies of water, railroads, subdivisions, towns, and districts or other landmarks sufficient to clearly identify the location of the property.
- (2) Name and address of the owner or developer and contract purchaser (if any), north point, scale of the drawing and date of preparation and revisions.
- (3) Boundary of the entire tract by courses and distances with reference to true meridian or state grid system and area of the tract.
- (4) All horizontal dimensions shown on the site plan shall be in feet and decimal fractions of a foot to the closest one hundredth of a foot (.00), and all bearings in degrees, minutes and seconds to the nearest ten (10) seconds.
- (5) Certificate signed by the surveyor or engineer setting forth the source of title of the owner of the tract and the place of record of the last instrument in the chain of title.

- (6) Certified topographic map of the parcel at a minimum two-foot contour interval, showing existing and proposed contours and delineating the one-hundred-year floodplain elevation, if applicable.
- (7) USGS datum used for all elevations with location and elevation of benchmark shown.
- (8) Locations and dimensions of existing and proposed:
 - (a) Structures on the site showing distance to lot lines and centerlines of adjacent streets;
 - (b) Streets and easements on and adjacent to the site with rights-of-way and pavement widths;
 - (c) Driveways and curb cuts on the site and adjacent properties;
 - (d) Parking and loading areas; all off-street parking, related driveways, loading spaces and walkways, indicating type of surfacing, size, angle of stalls, width of aisles and location, height and intensity of proposed lighting;
 - (e) Sidewalks, trails and open space;
 - (f) Median strip openings and their relationship to the site;
 - (g) Water and sanitary sewer facilities, indicating all pipe sizes, types, and grades and the location of connection to public utility systems;
 - (h) Underground electric, telephone and television cables, both on-site and in adjacent rights-of-way.
 - (i) Street and site lighting, indicating all fixture styles and heights, types of luminaire, location of fixtures, and foot candle and uniformity values.
- (9) Proposed elevations at control points such as driveways, ramps and any other locations determined by the agent to be necessary for the adequate evaluation of the plan.
- (10) The proposed location and general use of each building, including outside display areas.
- (11) Angles of bulk plane where minimum angles of bulk plane are prescribed by the provisions of this chapter.
- (12) Sufficient information to show how the physical improvements associated with the proposed development such as walkways, driving lanes, and curb and gutter interrelate with existing or proposed development of record on adjacent properties.

- (13) A tree management plan as required in Division 10 and a landscaping plan showing the location, number, type and size of all proposed plant material at the planting and maturity stages. The landscaping plan shall also depict all trees existing on-site prior to development which are larger than five (5) inches in diameter and which of those shall be retained.
- (14) Location, type, materials, size and height of fencing, retaining walls and other screening including an elevation drawing.
- (15) Vertical cross-sectional view showing:
 - (a) Height of proposed structures.
 - (b) Number of stories.
 - (c) Location and access to underground parking.
 - (d) Proposed grades of each floor, including basements.
- (16) Plan of each proposed parking garage level.
- (17) Additional information deemed essential by the agent to permit adequate review of the plan.
- (18) The following data in tabular form:
 - (a) Area of parcel in square feet.
 - (b) Proposed gross floor area and the area of the above grade horizontal surface of any parking structure.
 - (c) Proposed floor area ratio and maximum permitted.
 - (d) Number and type of dwelling units.
 - (e) Number of parking and loading spaces required and proposed.
 - (f) Special exceptions or variances granted or requested.
 - (g) Landscaped open space required and proposed.
 - (h) Tabulation of tree canopy on the site at ten year maturity.
- (19) Provisions for erosion and sediment control and the disposition of natural and stormwater including the proposed location, sizes, types and grades of ditches, catchbasins and pipes and connections to existing drainage systems. (Code 1978, 26-23).

Section 110-104. Exceptions.

The agent, after consultation with the zoning administrator, may waive the submission of some of the information required by section 26-22 if he determines that the proposed use or development may be adequately reviewed without some of the required information, if the proposed building or addition does not exceed two thousand (2,000) square feet of gross floor area and a site plan has previously been approved for the property. (Code 1978, 26-23).

Section 110-105. Review Standards.

In furtherance of the purposes of this chapter and to assure the public safety and general welfare, no site plan shall be approved unless the following are incorporated into the plan:

- (1) Provisions for safe and functionally efficient traffic circulation and control on the site, and access to adjacent sites and public rights-of-way;
- (2) Provisions for adequate fire protection approved by the fire marshal, and adequate water and sanitary sewer facilities approved by the director of utilities;
- (3) Compliance with design criteria, construction standards and specifications for required public improvements adopted by the Code of the City of Fairfax or by the Commonwealth of Virginia;
- (4) Provisions for pedestrian traffic and connection of proposed sidewalks and bicycle trails to the city's system where such system is existing or planned adjacent to the proposed development;
- (5) Provisions for adequate storm water management and erosion and sediment control measures as specified in this chapter;
- (6) Proof of easements required to develop or use the property as indicated in the plan;
- (7) Provisions for service roads on property bordering arterial streets where adopted city plans specifically indicated such roads. However, notwithstanding the requirements of sections 110-763, 110-783 and 110-803, no proposed structure shall be located closer than ten (10) feet from the service road right-of-way or easement line;
- (8) Dedication to the city of rights-of-way for streets, service roads (if required) and other facilities for public use (e.g., utilities and park areas), and easements necessary for their construction and maintenance;
- (9) Delineation of each "no parking," reserved parking and handicapped parking area on the site;
- (10) Adequate provisions for refuse disposal. If dumpsters are used for refuse disposal, then each dumpster shall be located on a concrete pad with minimum dimensions of twenty (20) feet by twelve (12) feet and screened in accordance with the requirements contained in Division 10. Refuse disposal areas shall be located so that they are accessible by a disposal truck without impeding traffic or encroaching upon required parking spaces;

- (11) The underground installation of all on-site utilities in accordance with city and Applicable utility company standards. In addition, when the proposed development will result in moving or relocating existing overhead utilities located in adjoining rights-of-way, the applicant shall be responsible for placing such utilities underground and dedicating any additional right-of-way or easement that is necessary. Equipment such as electric distribution transformers, switchgear, meter pedestals and telephone pedestals which is normal installed above ground in accordance with general accepted utility practice for underground distribution may be so installed. Temporary overhead facilities required for construction purposes shall be permitted. The city council may grant special exceptions to modify the requirements of this provision if the applicant clearly demonstrates that the requirements pertaining to the underground placement of utilities in adjacent rights-of-way will result in an expense which exceeds five (5) percent of the total cost of the proposed construction. Special exceptions shall only be granted by city council pursuant to the procedures and limitations established for special use permits set forth in section 110-366;
- (12) Provisions for adequate site and street lighting to provide safety and security for both pedestrian and vehicular traffic. Lighting fixture style shall be compatible with the architecture of the buildings located on the site. On-site lighting shall be directed downward and inward to prevent spill light on adjacent property. No lighting fixture within or immediately adjacent to any residential district shall exceed twelve (12) feet in height, nor shall any lighting fixture located elsewhere exceed twenty (20) feet in height. The site plan shall address lighting for facilities which may require special lighting. White light sources/luminaires shall be used to provide improved color rendition, unless otherwise approved by the agent. Levels of illumination shall be consistent with the foot candles and uniformity values specified in the illuminating Engineering Society Lighting Handbook.
- (13) Compliance with all requirements of this chapter.

Section 110-106. Screening

Screening from adjacent property shall be provided in accordance with the requirements contained in Division 10, Tree Preservation, Landscaping and Screening.
(Code 1978, 26-25)

Section 110-107. Completion agreement and bond

(a) Prior to approval of any site plan, there shall be executed by the owner or developer and submitted with the site plan an agreement in form and substance as approved by the city to construct all physical improvements required by the provisions of this chapter. A bond, with surety or condition acceptable to the city, in the amount of

- (1) One hundred (100) percent of the estimated cost of all required improvements which are to be dedicated to public use or connected to a public facility; and

- (2) Twenty-five (25) percent of the estimated cost of all other required physical improvements; and
 - (3) One hundred (100) percent of the estimated cost of all plant material required by this chapter or designated to be preserved in the development process.
- (b) All estimates of cost shall accompany the site agreement and shall be subject to approval by the site plan approving agent. The aforesaid agreement and bond shall be provided to ensure completion of all work or improvements therein stated within the time cited in the agreement and determined by the agent. The completion time may be extended by the city manager upon written application by the owner or developer, signed by all parties to the original agreement and to the bond. The adequacy, conditions and acceptability of any bond hereunder shall be determined by a bond committee appointed by the city manager. In any case where the bond committee has rejected any such agreement or bond, the owner or developer may appeal such decision to the city council.
- (Code 1978, 26-26)

Section 110-108. Inspection and supervision during installation.

- (a) The construction standards for all off-site and on-site improvements required by this division shall conform to applicable plumbing, building, electrical, fire and health codes, and other applicable laws, ordinances and regulations. The director of public works shall approve the plans and specifications for all required improvements, and shall supervise inspection of the construction of such improvements to assure conformity.
- (b) The developer or owner shall notify the director of public works not less than twenty-four (24) hours prior to undertaking construction of streets, storm sewer work and other facilities to be publicly maintained.
- (c) The developer or owner shall provide adequate supervision of all work related to the development of the site, and shall have a responsible superintendent or foreman, together with one set of approved plans, profiles and specifications, available at the site at all times while work is being performed. (Code 1978, 26-27)

Section 110-109. Certificates of Occupancy.

- (a) A certificate of occupancy shall be issued by the zoning administrator only for developments which conform to approved site plans.
- (b) Temporary certificate of occupancy:
 - (1) A temporary certificate of occupancy shall be issued for an approved project if remaining improvements are limited to landscaping and paving which cannot be completed because of adverse climatic conditions provided that each area to be paved has been provided with a dustless surface such as B-3 base coat and the zoning administrator has determined that the issuance

of such certificate will not be detrimental to the public health, safety and welfare.

- (2) A temporary certificate of occupancy shall also be issued for a completed section or phase of an approved project provided that it conforms to applicable regulations, it is independently functional with respect to the remainder of the project, a phasing plan has been approved, and all on-site and off-site improvements pertaining to the completed section have been completed, inspected and approved except as provided for in subsection (b)(1) of this section.
 - (3) A temporary certificate of occupancy shall be valid for a period of ninety (90) days from issuance and may be renewed for a single ninety-day period upon written application, by the owner or developer provided that all other work in progress conforms to the approved site plan and applicable requirements.
- (c) A permanent certificate of occupancy shall be issued only after:
- (1) The owner or developer has submitted the appropriate application; and,
 - (2) All necessary inspections for on-site and off-site construction have been completed to the satisfaction of the zoning administrator; and
 - (3) A certified "as built" site plan has been filed for the project. The "as built" site plan may be a copy of the original approved site plan with an affidavit attached stating that all construction has been completed in compliance with the approved plan, or shall show all deviations from the approved plan with an affidavit attached stating that no deviations exist except those shown. The "as built" plan shall be certified by an engineer, architect or land surveyor to the limits of his license.
 - (4) The owner or developer, after completion of all off-site improvements and discharge of the performance bond, has provided a two-year warranty bond with surety equal to ten (10) percent of the original completion bond in a form satisfactory to the city. (Code 1978 26-28).

Section 110-110. Validity of approved site plans.

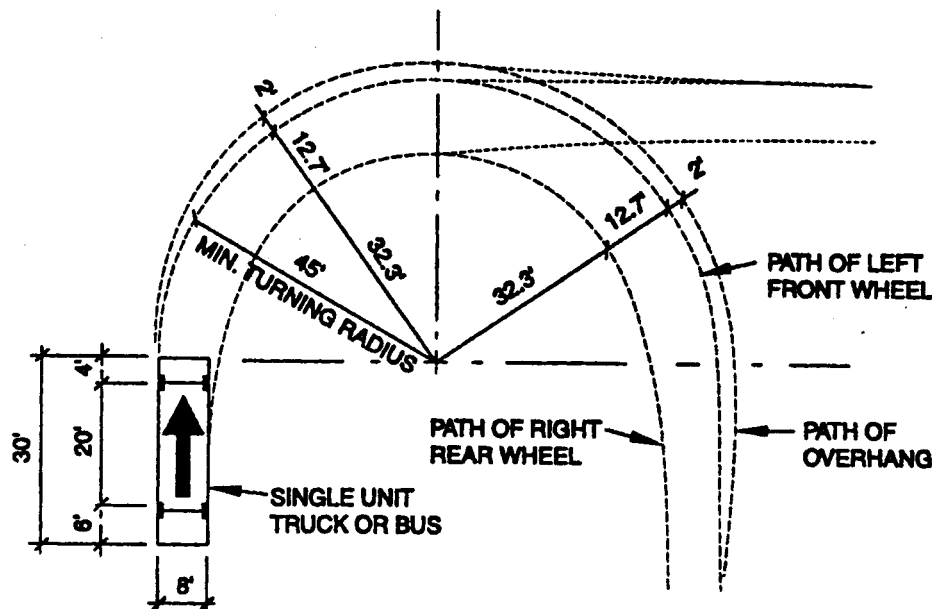
An approved site plan shall become null and void if no grading or construction has commenced on the site within twelve (12) months after approval. The agent may grant a single one-year extension upon written request of the applicant provided that the request is made at least thirty (30) days prior to the expiration date of the approved site plan. (Code 1978, 26-28).

Secs. 110-111—110-125. Reserved.



City of Fairfax
 Department of Fire and Rescue Service
Office of Code Administration
 10455 Armstrong Street
 Fairfax VA, 22030

Bulletin



SECTION F-3.6 Fire Lanes and Emergency Access and Roadways and Special Provisions

F-3.6 Designation.

The fire official shall designate fire lanes on public streets and on private property where necessary to ensure that firefighting and rescue apparatus has the required access to fire department connections, buildings and structures. Fire lanes shall have a minimum width of eighteen (18) feet or wider. Fire lanes serving structures greater than 30 feet in height or schools shall have a minimum clear width of 22 feet. Approved road widths see table 3.5.2. "Dead end" fire lanes over 150 feet in length shall be provided with an approved turnaround. Approved turnarounds, see table 3.5.1. All curved sections of fire lanes shall have a minimum outside radius of 45 feet.

Fire lanes shall not exceed 10% slope in any direction. Pavement sections shall be designed to support vehicles weighing up to 75,000 pounds. Where gates are to be installed across a fire lane, the following conditions must be observed:

- The gates must be maintained in an operable condition or be fixed in the open position.
- A means of manually opening the gate in the event of power failure must be provided.
- A key operated switch to the satisfaction of the fire official must be provided.

Table 3.6.1 Approved turnaround

| Length (feet) | Width (feet) | Turnarounds Required |
|---------------|---------------------------|--|
| 0-150 | 20 | None Required |
| 150-500 | 20 | 120' hammerhead or 60' Y 96' diameter cul-de-sac |
| 501-750 | 26 | 120' Hammerhead or 60' Y 96" diameter cul-de-sac |
| Over 750 | Special approval required | |

Table 3.6.2 Standard Fire and Emergency Access Roadway.

Standard Requirements for parking restrictions

| Street Width Curb to Curb | One Way Traffic | Two Way Traffic |
|---------------------------|--|---|
| Less than 20' | No parallel parking on either side of the street | No parallel parking on either side of street |
| 20' to 26' | Parallel parking on one side As decided by and approved by Fire Marshal | No Parallel parking on either side of street |
| 26' to 32' | Parallel parking allowed both sides of street | Parallel parking on one side As approved and decided by Fire Marshal |
| 32' or greater | Parallel parking allowed on both sides of street | Parallel parking allowed on both sides of street |

F-3.6.3. Signs and markings.

The property owner or designee shall supply and install signs and other required markings to delineate fire lanes as directed by the fire official. The cost of which will be born by the property owner or designee.

F-3.6.4. Specifications.

Fire lanes shall conform to the following specifications:

Metal construction, dimensions twelve (12) inches by eighteen (18) inches. Red letters on a reflective white background with three- eighth's -inch red trim strip around the entire outer edge of the sign. Signs shall be mounted with the top of the signs seven (7) feet above grade.

Lettering size to be as follows:

"NO PARKING" - 2 inches,

"OR" - 1 inch,

"STANDING" - 2 inches,

"FIRE LANE" - 2 ½ inches,

Arrow's 1 inch solid, Spacing between words to be uniform.

Type "A"
arrow to the right



Type "B"
arrow to the left



Type "C"
arrows in both directions



Type "D" two signs back to back perpendicular to the street.

1. Other type signs or markings approved by the fire official.
2. Curbing shall be painted yellow within the limits of the fire lane.
3. Striping may be required to be marked as needed on the road surface.

Section F-3.6.5 Fire Lane restrictions

- (1) It shall be unlawful for any person to park in the designated and marked area, except for school buses that are in the process of receiving or discharging students as long as the bus driver remains with the bus at all times. For the purposes of this subsection, the term "park" shall mean the standing of a vehicle, whether occupied or not, except while obeying traffic regulations, signs or signals or except while involuntarily stopping because of causes beyond the control of the operator of the vehicle.
- (2) In any prosecution under this section, proof that the vehicle described in the complaint, summons or warrant was parked in violation of this code, together with proof that the defendant was at the time of such parking the registered owner of the vehicle, shall constitute a prima facie evidentiary presumption that such registered owner of the vehicle was the person who parked the vehicle at the place and at the time such violation occurred.
- (3) In addition, the vehicle parked in violation of this section may be impounded by the City of Fairfax Fire Marshal's Office, Fairfax Police Department or the city fire marshal's office and held until the penalty provided and the towing and storage charges incurred are paid.
- (4) This section shall be enforced by the city fire marshal or his staff and the city police department.
- (5) Penalty for violation of this section shall be a fine of fifty dollars (\$100.00) for each offense.

Section F-3.6.6 Existing signs.

It shall be unlawful for any person to deface, injure, tamper with, remove, destroy or impair the usefulness of any posted fire lane sign installed under the provisions of this code.

City of Fairfax
“As-Built” Review Requirement Checklist

Project Name: _____ Project No. _____
Project Address: _____ Tax Map No. _____
Engineer: _____
Phone: _____

STATEMENT OF CERTIFICATION pursuant to Chapters 21-4(j), 26-26 and 26-28(c)(3) of the Fairfax City Code, I _____ do hereby certify that this as-built conforms to the approved plans; conveys all revisions, and represents the actual conditions on this site as of _____.

(date)

(signature)

(Seal)

The above affidavit shall be attached to the cover sheet of each plan and sign by a certified engineer, architect or land surveyor.

1. SITE ELEMENTS

- ___A. Boundary of site
- ___B. Location of buildings, setbacks, height and number of stories
- ___C. Address of building
- ___D. Site Plan number
- ___E. Parking spaces and loading areas
- ___F. Fire lanes (as applicable)

2. LANDSCAPING

- ___A. Location and type of all plant material
- ___B. Revised planting schedule to reflect all changes in plant material

3. STORM SEWER

- ___A. Invert elevations “in” and “out” – existing structure at connection
- ___B. Size of pipe
- ___C. Distance between structure centerline to centerline
- ___D. Type of structure
- ___E. For yard inlets, the number and locations of throats
- ___F. Elevation and structure top
- ___G. All road culverts carrying discharge from storm systems and/or crossing streets
- ___H. For field connection, give pipe size, invert elevation at upper end and top, and appropriate length

4. SANITARY SEWER (SEE ITEM 6)

- ___A. Invert elevations, “in” and “out” – existing structure at connection
- ___B. Distance between centerline of structure
- ___C. Elevation of top
- ___D. Horizontal location of structure
- ___E. Lateral table or equivalent information on plan and profile.
(Note: Plan and profile must be on same sheet.)
- ___F. Overall sanitary layout sheet

4-A. WATER LINE

- ___A. Invert elevations, “In” and “out” – existing structure at connection
- ___B. Distance between centerline of structure
- ___C. Elevation of top
- ___D. Horizontal location of structure
- ___E. Lateral table or equivalent information on plan and profile.
(Note: Plan and profile must be on same sheet.)

5. DETENTION PONDS/STRUCTURES

- ___A. Locate storm structure as shown
 - all tops, throats, inverts, elevations
 - pipe size, opening for overflow, top of wall and orifice elevation
- ___B. Adequate spot elevations around entire pond depicting the shape
(Note: Minimum ten (10) along top and crest of dam width.)
- ___C. Spot elevation through drainage way to outfall and spillway
(Note: give width of spillway.)
- ___D. Provide all information possible for underground detention
(Note: that underground detention is in place.)
- ___E. Show access easement (with Deed Book and Page Number) for maintenance of pond.

6. EASEMENTS

- ___A. Provide Deed Book and Page Number for sanitary, storm and access easements

7. SUBMISSION

- ___A. Submit four sets of blue line drawings and one set of mylar.

8. PAYMENT

- ___A. Submit review fee of \$400 plus \$100 for each acre or fraction thereof.

